

**UT Administration of Dadra and Nagar Haveli and Daman and Diu,
Office of the Superintendent of Police (HQ),
Police Headquarters, Opp. Coast Guard Air Station,
Nani Daman – 396 210.**

No.PHQ/GNL-III/CCPW-Cyber Lab-Outsource Manpower/2018/ 527

Dated: 24/09/2021

HIRING OF JUNIOR CYBER FORENSIC CONSULTANT DADRA & NAGAR HAVELI AND DAMAN & DIU

1. BACKGROUND:

Cyber Crime Prevention against Women & Children (CCPWC) Scheme is being implemented by the Ministry of Home Affairs, Government of India. This scheme includes setting up of online cyber crime reporting portal, setting of cyber forensic training lab and capacity building of Police Officers, prosecutors & judicial Officers etc.

2. SCOPE OF SERVICE:-

The consultant shall act as the Cyber Forensic official and Security Consultant to the Department, who shall integrate, plan, successfully implement and deliver all Cyber Forensic/Security related activities for the Department.

3. SCOPE OF WORKS:-

- i. Establishment of State Cyber Crime Forensic Laboratory cum Training Centre.
- ii. Conduct Training, Seminar and Workshop on Cyber Forensic and Cyber Security.
- iii. Research and Development Activities.
- iv. Cyber Crime awareness among citizens.
- v. Prepare strategy and plan for prevention of Cyber Crimes.

4. REQUIREMENT:-

For setting up and operationalization of the Cyber Forensic Training Lab, Daman & Diu Police invites resume/applications from experienced professional in the domain. The applications are invited for a single post of junior Cyber Forensic Consultant for a period of 1 year as per financial rules for hiring of consultant.

5. NAME OF DESIGNATION

Junior Cyber Forensic Consultant

6. NUMBER OF POST:-

01 (One)

7. LOCATION:-

UT of Dadra and Nagar Haveli and Daman and Diu

8. REMUNERATION:-

INR One Lakh per month (Consolidated remuneration subject to maximum of Rs. One Lakh per month)

9. JOB DESCRIPTION:-

A. Project Plan & implementation

Prepare & review overall project implementation schedule to set up Cyber Forensic Training lab for Daman & Diu Police.

This includes but not limited to:-

- i. Planning & evaluation for procurement of forensic tools. (E-tender preparation and /or procurement through GeM)
- ii. Layout & network designing to setup the lab.
- iii. Handling installation of tools/software.
- iv. IT Security management.
- v. Drafting Standard Operating Procedures & guidelines.
- vi. Quality Certification of the lab.

B. Operations Management

- i. Operationlization and Maintenance of lab.
- ii. Report Generation
- iii. Progress presentation.

C. Monitoring

- i. RFP for up-gradation facilities of the lab and subsequently bid process management, award of contract, SLA preparation & monitoring/enforcement.
- ii. Risk assessment with recommendations to mitigate the risks.

D. Capacity building.

- i. Preparation of training calendar.
- ii. Scheduling and communicating training plan.
- iii. Conducting training sessions (Theory and practical)
- iv. Evaluating & monitoring the performance of trainees.
- v. Providing refresher trainings periodically.
- vi. Developing new courses & curricular keeping up with latest development in Cyber Forensic

10. OTHER SKILLS REQUIRED:-

Should demonstrate effective communication at all level of Department including senior leadership. Should possess problem-solving skills via logical and systematic thinking and showcase decision-making abilities.

11. REPORTING AUTHORITY:-

Junior Cyber Forensic Consultant should be reporting to Superintendent of Police (HQ), Dadra and Nagar Haveli and Daman and Diu for all operational purposes.

12. AGE & EDUCATION QUALIFICATION:-

i. Age:- Not exceeding 40 years.

ii. Minimum Education Qualification:-

-Regular degree in B.E/B.Tech in IT/ECE/CSE or equivalent ICT domain

iii. Preferred education Qualification:-

-M.E/M.Tech in IT/ECE/CSE or equivalent ICT domain or MCA.

iii. Certifications /Diploma/Courses in:-

-Networking and /Or DBMS and/or Cyber Forensic and/or Certified Cyber Crime Investigator (CCCI) and/or, Computer Hacking Forensic Investigator, (CHFI) and/or Certified Forensic Computer Examiner (CFCE) and/or Certified Information System Security Professional (CISSP) and/or Certified Information System Auditor (CISA) and/or Certified in Risk and Information Systems Control (CRISC)

13. WORK EXPERIENCE:-

A. At least 8 to 10 years of total experience in ICT sector.

B. Worked on leadership position for atleast 5 years while handling team of at least 3 or more in ICT Sector.

C. Relevant experience in the following area(s)/aspect(s) shall be given weightage/preference.

i. Implementing all aspects of setting up and operationlization of Cyber Forensic Training lab or similar lab.

ii. Should have experience in planning, designing, procurement, implementation & monitoring of similar lab.

iii. Networking (esp. In WiFi, LAN etc)

a) Certification/course/diploma in this area would be given added weightage.

iv. Usage of Cyber Forensic Tools.

a) Certification/course/diploma in this area would be given added weightage.

v. Must have handled operational management and delivered capacity building workshops/training sessions.

vi. E-tender preparation and procurement through GeM.

D. Desirable experience of working in the following areas:-

i. Preparation of detailed project Report (DPR), Request for proposal (FRP) of ICT project(s)

ii. Bid process management of ICT project(s)

iii. Drafting of Contract & Service level Agreements (SLA) and monitoring of System Integrator (SI)

iv. Experience/knowledge of Software Development Life Cycle (SDLF)

a) Certification/course/diploma in this area would be given added weightage.

v. Handling database, application servers etc.

a) Certification/course/diploma in this area would be given added weightage.

vi. Experience in data mining and/or data analytics via ICT tools.

a). Certification/course/diploma in this area would be given added weightage.

E. Preferred experience of working in the following areas:-

i. Ethical hacking

ii. Forensic domain.

14. TERMS & CONDITION:-

i. Recruitment for the above post will be only on the contract basis. The department will not be liable to convert it into regular post. The person cannot claim pensionary benefit.

ii. Initially the appointment will be for one year and thereafter appropriate authority will consider further extension only on the basis of satisfactory performance of the service.

iii. If any person wants to resign, he/she can leave after giving one month's notice to the controlling officer or he/she will have to forfeit one month's salary.

iv. If the authority not satisfied with the work performance of the consultant, may terminate the contract giving one month notice or salary in lieu without assigning any reason for termination.

v. The Committee constituted by the UT Administration Daman & Diu shall hold the interview for the above advertised post and select the suitable candidates as per merit.

vi. Application in the prescribed format (neatly computerized typed) to be invited from interested professionals who match or exceed the requisite qualification standard notified by the UT Government for the post.

15. EVALUATION CRITERIA AND SELECTION PROCESS.

All the applications will be scrutinized and suitable candidates will be shortlisted. The applicants will be evaluated based on appropriate marking system. The categories for marking and their respective marks are as under:-

Sr.No.	Parameter	Maximum Marks
1	Educational Qualification	10 Marks
2	Work Experience	10 Marks
3	Recommendation and past work with Govt. of India State Government reputed Private Organization	10 Marks
4	Desirable/preferred Qualification	10 Marks
5	Skills	10 Marks
	Total	50 Marks

16. INSTRUCTION FOR FILLING UP THE FORMS:-

i. The candidates should provide all the information prescribed in the instructions. The Authority will evaluate only those applications that are received in the required format and complete in all respects.

ii Candidates should carefully fill all the particulars with supporting documents and convert it in single pdf format.

iii. Passport size photograph should have light background, face and eyes should be clearly visible, and no head-wear except for religious headgear is allowed.

iv. Candidates should submit his/her application form in pdf format only and mail to digp-daman-dd@nic.in on or before 15th October, 2021 by 1800 hours. No any application shall be entertained after due date and time.



(Sharad B. Darade) IPS
Superintendent of Police (HQ),
Dadra and Nagar Haveli and Daman and Diu,
Daman

Copy to:

1. SO to DIGP, DNH & DD, Daman.
2. Dy. SP (HQ), Daman.

Application for the post of Junior Cyber Forensic Consultant, Dadra and Nagar Haveli and Daman and Diu on contract basis.

Past here
recent
passport size
colour photo

First Name-Second Name-Surname

E-mail:-xxxx@xxxxx.xxx Mobile

No.234567890

DOB:-XX-January-2019

Age_____ Years and _____ Months

(Age of candidate as on last date of submission should not be greater than 40.0 years)

Educational Qualification (Chronological Order Reveal First)				
Month Year	Year-Month	College & University	Name of Post Graduate Course	Location

- (Full time/Part time/Regular/Correspondence/Executive Course)
- Secure CGPA/Percentage etc.
- Specialization/Accomplishment etc.

Month Year	Year-Month	College & University	Name of Certification Course-1	Location

- (Full time/Part time/Regular/Correspondence/Executive Course)
- Secure CGPA/Percentage etc.
- Specialization/Accomplishment etc.

Month Year	Year-Month	College & University	Name of Certification Course-2	Location

- (Full time/Part time/Regular/Correspondence/Executive Course)
- Secure CGPA/Percentage etc.
- Specialization/Accomplishment etc.

(TABLE FOR CERTIFICATION CAN BE ADDED/DELETED)

Month Year	Year-Month	College & University	Name of Graduate Course	Location

- (Full time/Part time/Regular/Correspondence/Executive Course)
- Secure CGPA/Percentage etc.
- Specialization/Accomplishment etc.

Year- Year	XII/Diploma	School & Board	Location

- (Regular/Open School)
- Secure CGPA/Percentage etc.
- Accomplishment etc.

Year- Year	X	School & Board	Location

- (Regular/Open School)
- Secure CGPA/Percentage etc.
- Accomplishment etc.

Total Experience (XX) Years Relevant Experience -(XX) Years (Chronological Order-Recent First)			
Month Year-Month Year	Company Name and Location	Project and Designation	Responsibilities

- Project Name, Location & Project Brief
- Role & Duration of candidates involved in the Project
- Achievement, if any.

Month Year-Month Year	Company Name and Location	Project and Designation	Responsibilities

- For each project described
- Project Name, Location & Project Brief
 - Role & duration of candidates involvement in the project
 - Achievement, if any

(TABLE FOR EXPERIENCE CAN BE ADDED/DELETED)

Accolades

- Accolade 01
- Accolade 02
- Accolade 03

Extra Curricular

- Extra Curricular 01
- Extra Curricular 02

Personal Information

Father's name	
Mother's name	
Language known	Speaking: Reading: Writing:
Permanent Address:	
Correspondence Address:	
Contact details	(1)Landline: (2) Mobile: (3) email id:

Declaration

1. I hereby declare that the above information is true, complete and correct to the best of my knowledge and belief.
2. I have not suppressed/concealed/distorted any material fact or factual information.
3. I further undertake that I have never been prosecuted or convicted by criminal court or involved in any other case registered by the police.
4. I understand that my candidature is liable to be rejected in the event of any misstatement/discrepancy in the particulars being detected and after my appointment in such an event: my service is liable to be terminated without any notice or reason thereof.
5. I undertake not to make any claim or compensation if at any stage of my selection, my ineligibility for candidature is detected and my candidature is cancelled as a result thereof.
6. I have submitted scan copy of all supporting documents including but not limited to DOB, Educational Qualification, Work Experience Certificate (s), Academic &/or Institutional Certification (s), Accolades etc.

-----CV ENDS-----